

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES**



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Date: June 25, 2007

To: All TANF Cash Assistance Policy Manual Holders

From: Del Bock, TANF Program Policy Specialist
Public Assistance Bureau, Central Office.

Subject: TANF Cash Assistance Bulletin TB-35

Please place this bulletin at the beginning of the TANF Manual Section 704-1.

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SECTION: Case Management
Supportive Services

SUBJECT: Supportive Services for 'DQ' work-eligible individuals

EFFECTIVE DATE: Immediately

INTRODUCTION: TANF Reauthorization regulations contained in the Deficit Reduction Act of 2005 outlined changes as to who is considered a "work-eligible" individual, and therefore required to participate in allowable work activities.

The following individuals are considered "work-eligible" individuals:

- An adult (or minor child head of household) receiving assistance under TANF, or a separate state program, unless excluded; and
- A non-recipient or disqualified parent living with a child receiving assistance, unless the disqualified parent is a member of one of three excluded groups of parents described below:
 - Minor parent who is not a head of household (or spouse of a head of household)
 - An ineligible alien
 - SSI recipients

POLICY: When a "work-eligible" individual is disqualified from receiving TANF cash assistance they are still required to participate in employment and training activities in order for the remaining household members to receive TANF cash assistance.

Because of the requirement to participate in employment and training activities, supportive service funds will now be available to “work-eligible” individuals who are disqualified from receiving TANF cash assistance, but who are participating in allowable activities.

All existing support service eligibility criteria and limitations apply to supportive service funds for disqualified “work-eligible” individuals. (TANF 704-1)

APPROVAL PROCESS:

Once the determination of eligibility has been made, the following steps must be taken in order to approve supportive services for a participating disqualified “work-eligible” individual:

1. The supervisor who is approving the supportive service payment must send an email to Del Bock, TANF Policy Specialist, which contains the following information:
 - County Name
 - County Number
 - Benefit Month
 - Payment type
 - EMP—employment related
 - PAR—participation related
 - Account Code
 - CH—Child Care
 - EM—Employment expenses
 - SH—Shelter
 - TR—Transportation
 - FE—Miscellaneous Fees
 - Client Name
 - Case Number
 - TEAMS id
 - SSN
 - Amount of Payment
 - Address
2. Del will forward the information in a request to Fiscal to issue a manual supportive service payment. These payments may take several days to process.
3. Del will notify Wendie Frederickson of the manual supportive service request for tracking purposes.
4. The supervisor must enter a specific case note outlining the request and need for supportive service funds.

NOTE: Manually-issued supportive services payments count against the allocated amount of supportive services available to a WoRC Program. These payments should be tracked by the WoRC Program so the allocated supportive services funds are not overspent.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST. Thank you.